



APS JUSTIFICATION

Policy Title: Alternate Work Arrangements for Classified Staff and University Staff

APS Number: 5026

APS Functional Area: **HUMAN RESOURCES**

Date Submitted:	October 8, 2025
Proposed Action:	Revision
Brief Description:	Affirms the availability of alternate work arrangements, which includes alternate work schedules, <i>compressed work weeks</i> , alternate work locations, alternate modality (including in-person, hybrid, remote), and <i>job sharing</i> .
Desired Effective Date:	January 1, 2026
Responsible University Officer:	Vice President and CHRO
Responsible Office:	Vice President and CHRO
Policy Contact:	Vice President and CHRO
Applies to:	University Staff and Officers

Reason for Policy: Affirms the availability of alternate work arrangements, which includes alternate work schedules, *compressed work weeks*, alternate work locations, alternate modality (including in-person, hybrid, remote), and *job sharing*.

I. REASON FOR PROPOSED ACTION

Minor modifications to add “alternate modality” which includes definitions of hybrid and remote work arrangements. This revision removes “flexplace” as the terms have evolved since 2020 and hybrid and remote work arrangements replace this definition.

II. STAKEHOLDER ENGAGEMENT IN THE POLICY REVIEW

Campus and System Administration Human Resources offices

III. LEGAL REVIEW

A. Do you think legal review would be required for these proposed changes? **Yes**

1. If no, please explain.

2. If yes, what is your plan to get the legal review? **Submitted for review to assure compliance with applicable laws and policies**

B. Date legal review completed: **10/7/2025**

C. Person completing legal review: **Melissa Martin**

IV. FISCAL REVIEW

Are there any financial (human resources, technology, operations, training, etc.) or other resource impacts of implementing this policy (e.g., cost savings, start-up costs, additional time for faculty or staff, new systems, or software)? **No** If yes, please explain: